

Mainframe Data Deletion Request

NIH plans to retire its mainframe computing services, including the Titan legacy and zLinux platforms, ideally by 2016. Customers who prefer to have the Center for Information Technology (CIT) delete some or all of their data on Titan must submit an official request to the CIT Mainframe Support Team through the NIH IT Service Desk.

The request must clearly state that you wish CIT to delete your Titan resources, without review, and that your IC takes full responsibility for the possible consequences.

By filling out the Data Deletion Request Form, you authorize CIT to delete your storage data and associated Titan userids/accounts, without review, and acknowledge that your IC takes full responsibility for any issue that may arise due to this action.

Deletion Schedule

You have the option to request that your data for certain accounts/userids be deleted on or soon after a specific date, or that your data be retained until the NIH mainframe system is shut down. If you do not specify a date, CIT will retain the data for these accounts/userids until Titan is decommissioned. Your accounts will continue to incur storage charges for any period that your data is retained on the mainframe.

Requesting CIT to delete all of your data

To authorize CIT to delete all of your Titan mainframe resources, follow the steps below:

1. Complete the data deletion request form on the next page of this document.
2. Sign the form. The form must be signed by the authorizing official (account sponsor or upper management in your IC who has the authority to delete the userids or close the accounts). You may sign the form digitally.
3. Submit a service request to delete data from the mainframe through the NIH IT Service Desk, and attach the completed data deletion request form to your service request.

If you have any questions about the form, contact the NIH IT Service Desk at:

- Web: <http://itservicedesk.nih.gov/>
 - Phone: 301-496-4357 (local), 866-319-4357 (toll-free), 301-496-8294 (TTY)
4. The CIT Mainframe Support Team may contact you with follow up questions. You should receive notification that all of your data has been deleted within a day or two after the requested deletion date.

Data Deletion Request Form

INSTRUCTIONS: Fill in the fields below, and then save the form. Submit the completed form as an attachment to your service request through the [NIH IT Service Desk](http://itservicedesk.nih.gov/) at <http://itservicedesk.nih.gov/>.

Authorizing Official – An account sponsor or representative of IC management authorized by the requesting IC (the customer) to delete Titan userids or close Titan accounts.

Name of Authorizing Official: _____

IC: _____

Address: _____

Phone: _____

Email Address: _____

Delete all data for the Titan userids/accounts listed here – List the userids and/or accounts for which data should be deleted. Or, you may attach a separate document for this list.

Delete userids – Specify whether CIT should delete userids and/or close associated Titan accounts for your IC.

Yes, delete all associated userids along with their data and close the associated Titan accounts.

No, retain the following userids or entire accounts:

Deletion Date – Specify when CIT can delete your data

Option 1: Enter date on which CIT can delete your data: _____

Option 2: Retain the data for the accounts/userids specified above, until Titan is decommissioned.

I understand that storage charges will continue to be incurred.

Authorizing Official Signature – Signature authorizing the deletion of data (you may sign digitally)

As an official representative of my IC, I authorize CIT to delete the Titan resources specified in this form without review, on the date requested, and confirm that my IC takes full responsibility for any issue that may arise due to this action.

Date: _____

Authorizing Official Signature: _____